

STATE PERSONNEL BOARD CALENDAR



MARCH 21, 2006

SACRAMENTO

State of California

Memorandum

DATE: March 10, 2006

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **March 21, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on March 21, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the March 21, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.



Allison Sanjo
Secretariat's Office
Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

MID MONTH MEETING – MARCH 21, 2006

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

MID MONTH MEETING AGENDA³

MARCH 21, 2006

9:00 a.m. – 10:30 a.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:30 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
- 3. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 4. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 5. REPORT ON LEGISLATION – Sherry Hicks**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(9:30 a.m. – 10:00 a.m.)

- 6. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

7. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

8. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

Connerly v. State Personnel Board, California Supreme Court,
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

9. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

10. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:00 a.m. – Onwards)

**11. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF
APRIL 4-5, 2006, IN SACRAMENTO, CALIFORNIA**

BOARD ACTIONS:

12. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF FEBRUARY 21, 2006**
13. **EVIDENTIARY CASES** - (See Case Listings on Page 8-13)
14. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION** - (See Agenda Page 18-19)
15. **NON-EVIDENTIARY CASES** - (See Case Listings on Page 14-16)
16. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

**LEGAL ASSISTANT
LEGAL ANALYST**

The Office of the State Public Defender, on behalf of all user departments, is proposing to broaden the minimum qualifications for the Legal Assistant and Legal Analyst classification by expanding the definition of law office to encompass other entities where qualifying experience can be found, and to add an early entry feature for the Legal Analyst classification.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes.

Title	Class Code
Chief, Mobility Barriers, Department of Rehabilitation	9631
Chief Rehabilitation Facilities Development	9784
Deputy Executive Secretary, California Pollution Financing Authority	4650
Chief Division of Corporate Filing and Services	5339
Chief of Archives	2797
Assistant Chief, Division of Corporate Filing and Services	6958
Assistant Chief, Elections and Political Reform Division	5232
Secretary of State's Office	
Health Program Technician I	8342
Health Program Technician II	8343
Public Health Assistant II	8345
Public Health Assistant I	8346
Occupational Technician (Accounting)	5112
Consumer Liaison Officer (Rehabilitation)	5888
Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board	6127

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

STATE PARK MUSEUM DIRECTOR

The Department of Parks and Recreation (DPR) proposes to revise the title of the classification Museum Director, California State Railroad Museum to State Park Museum Director, to allow for expanded use of the classification. This will allow DPR to use the classification at both the California State Railroad Museum and Hearst San Simeon State Historical Monument.

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

ASSISTANT SECRETARY, STRATEGIC PLANNING

The California Bay-Delta Authority proposes to allocate the above position to the CEA category. The Assistant Secretary, Strategic Planning will be responsible for setting policy and coordinating strategic planning for the entire CALFED Bay-Delta Program, which includes 25 state and federal agencies and 11 distinct program elements.

ASSISTANT SECRETARY FOR PROGRAM PERFORMANCE

The California Bay-Delta Authority proposes to allocate the above position to the CEA category. The Assistant Secretary for Program Performance will be the principal policymaker program performance for the CALFED Bay-Delta Program. The incumbent will work with the implementing agencies to develop policies for project management standards and performance-based management tools and develop information and data reporting standards for measuring and assessing project and Program performance.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

ASSISTANT CHIEF COUNSEL

The State Compensation Insurance Fund has withdrawn their proposal to allocate the above position to the CEA category effective February 17, 2006.

ASSISTANT DIRECTOR, CULTURAL AND HISTORICAL ENDOWMENT

The California State Library has withdrawn their proposal to allocate the above position to a permanent CEA allocation effective February 17, 2006. The CEA allocation for the Assistant Director, Cultural and Historical Endowment was originally approved by SPB for a period of two years effective February 17, 2006.

19. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

20. WRITTEN STAFF REPORT FOR BOARD INFORMATION

NONE PRESENTED

21. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

22. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda - Page 17)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

13. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **RONALD FRANKLYN, CASE NO. 05-2105A**

Appeal from 20 working days suspension

Classification: Officer

Department: California Highway Patrol

Proposed decision rejected December 20, 2005

Pending transcript

Oral argument heard March 8, 2006, Sacramento

Case ready for decision by FULL Board

(2) **ERNEST PITMAN, CASE NO. 05-1591A**

Appeal from dismissal

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

Proposed decision rejected December 6, 2005

Pending transcript

Oral argument heard March 8, 2006, Sacramento

Case ready for decision by FULL Board

(3) **RICHARD QUADRELLI, CASE NO. 05-1039A**

Appeal from dismissal

Classification: Caltrans Maintenance Supervisor

Department: Department of Transportation

Proposed decision rejected December 6, 2005

Pending transcript

Oral argument heard March 8, 2006, Sacramento

Case ready for decision by FULL Board

B. CASES PENDING

ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS

NONE

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) SHERMAN AHL, CASE NO. 05-0853**
Appeal from 10 percent reduction in salary for 12 months
Classification: Radiologic Technologist, Correctional Facility
Department: Department of Corrections and Rehabilitation
- (2) LANA ANDREWS, CASE NO. 05-3399**
Appeal from six workdays suspension
Classification: Officer
Department: Department of California Highway Patrol

- (3) **JOHN BARKER, CASE NO. 05-3392 & 05-3393E**
Appeal from limited-term separation and denial of discrimination complaint
Classification: Cook II
Department: Department of Corrections and Rehabilitation
- (4) **GREGORY BREWER, CASE NO. 04-2566E**
Appeal from discrimination complaint
Classification: Program Administrator
Department: Department of Corrections and Rehabilitation
- (5) **CHARLES DESCHEPPER, CASE NO. 05-1990**
Appeal from five percent reduction in salary for 12 pay periods
Classification: Industrial Supervisor, Prison Industries (Dairy)
Department: Department of Corrections and Rehabilitation
- (6) **CHRISTOPHER FLYNN, CASE NO. 05-1733**
Appeal from rejection during probationary period
Classification: Registered Nurse, Correctional Facility
Department: Department of Corrections and Rehabilitation
- (7) **RAYMOND HOLM, CASE NO. 05-0512**
Appeal from two years demotion
Classification: Fire Captain to Fire Apparatus Engineer
Department: Department of Forestry and Fire Protection
- (8) **STEPHANIE T. LAAM, CASE NO. 05-0503**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (9) **FRANCES LOPEZ CASE NO. 04-0779B**
Appeal for determination of salary, benefits and interest
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
- (10) **LARRY MCGUIRE, CASE NO. 04-2243**
Appeal from five working days suspension
Classification: Treatment Team Supervisor
Department: Department of the Youth Authority
- (11) **MOSS DAVID POSNER, CASE NO. 04-2919E**
Appeal from discrimination and retaliation complaint
Classification: Physician and Surgeon
Department: Department of Corrections and Rehabilitation

- (12) **FELIX RAYGOZA, CASE NO. 05-1577**
Appeal from dismissal
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
- (13) **REVONNA ROPER, CASE NO. 03-2724**
Appeal from rejection during probationary period
Classification: Personnel Technician I
Department: Department of Transportation
- (14) **ROBERT THYARKS, CASE NO. 04-3025**
Appeal from five percent reduction in salary for two pay periods
Classification: Fire Captain A
Department: Department of Forestry and Fire Protection
- (15) **KIM WILSON, CASE NO. 05-0692E**
Appeal from discrimination complaint
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (16) **STEPHANIE WILSON, CASE NO. 05-1880**
Appeal from ten percent reduction in salary for six months
Classification: Fire Apparatus Engineer
Department: Department of Forestry and Fire Protection

Proposed Decisions Taken Under Submission At Prior Meeting

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

(1) SENWEE BRADLEY, CASE NO. 05-3114P

Appeal from rejection during probationary period/dismissal

Classification: Accounting Technician II

Department: California State University, Channel Islands

(2) JESUS FLORES, CASE NO. 05-2530P

Appeal from 30 work days suspension

Classification: Groundsworker

Department: California State University, Los Angeles

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) TROY ALLEN, CASE NO. 05-2150A

Appeal from dismissal

Classification: Caltrans Equipment Operator II

Department: Department of Transportation

Proposed decision rejected February 7, 2006.

Transcript prepared.

Pending oral argument May 2-3, 2006, Los Angeles

- (2) **ALEJANDRO GILL, CASE NO. 05-0054RA**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- Proposed decision rejected January 6, 2006
Transcript prepared
Pending oral argument May 2-3, 2006, Los Angeles
- (3) **JUDY JOHNSON, CASE NO. 05-1367A**
Appeal from automatic resignation
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
- Proposed decision rejected February 21, 2006.
Pending transcript
- (4) **RICK OCHOA, CASE NO. 04-2373B**
Appeal for determination of back salary, benefits and interest
Classification: Youth Correctional Officer
Department: Department of the Youth Authority
- Proposed decision rejected January 24, 2006
Pending transcript
Pending oral argument April 4-5, 2006, Sacramento
- (5) **EDUARDO PEREZ, CASE NO. 05-0763A**
Appeal from five percent reduction in salary for six months
Classification: Parole Agent I (Adult Parole)
Department: Department of Corrections
- Proposed decision rejected November 1, 2005
Pending transcript
Pending oral argument February 7-8, 2006, Los Angeles
Oral argument continued
Pending oral argument May 2-3, 2006, Los Angeles

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

- (1) **DANIEL CHINN, CASE NO. 05-1971**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Medical withhold. Action was withdrawn by department.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **NADENE CARPENTER, CASE NO. 05-1934**
Classification: Associate Information Systems Analyst
Department: State Personnel Board
Issue: Does not meet minimum qualifications to participate in the examination.
- (2) **BRENDA DANIEL, CASE NO. 05-0591**
Classification: Medical Technical Assistant
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and had a negative employment record.
- (3) **JOSE TINOCO PUNZO, CASE NO. 05-1158**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability and omitting pertinent information.
- (4) **JUSTIN SMITH, CASE NO. 05-1147**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; due to negative employment history.

- (5) **FERNANDO VELEZ, CASE NO. 05-0284**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate and omitted pertinent information during selection process.
- (6) **TANIA VERNOCKE, CASE NO. 05-1152**
Classification: Medical Technical Assistant
Department: California Department of Corrections and Rehabilitation
Issue: Suitability and negative law enforcement contacts.
- (7) **JOHN WALLACE, CASE NO. 04-2009**
Classification: Research Scientist V (Food and Drug Science)
Department: California Department of Health Services
Issue: Whether appellant was properly withheld for not meeting the minimum qualifications.
- (8) **DWAYNE WINTERS, CASE NO. 05-1154**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information and a negative employment record.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

EXAMINATION APPEALS

NONE

MINIMUM QUALIFICATIONS

NONE

MERIT ISSUE COMPLAINTS

NONE

**D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

- (1) **JULIUS ENGEL, CASE NO. 05-0899**
Classification: Deputy Attorney General
Department: State Personnel Board
Issue: Pursuant to Rule 211, the appellant is requesting approval from the SPB's Executive Officer to take a state examination after having been dismissed from state service.
- (2) **SYRUS PARVESIAN, CASE NO. 05-2372**
Classification: Deputy Attorney General
Department: State Personnel Board
Issue: Pursuant to Rule 211, the appellant is requesting approval from the SPB's Executive Officer to take a state examination after having been dismissed from state service.

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. RONALD FRANKLYN, CASE NO. 05-2105A

Appeal from 20 working days suspension. Officer. California Highway Patrol. (Oral argument held March 8, 2006.)

7. ERNEST PITMAN, CASE NO. 05-1591A

Appeal from dismissal. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument held March 8, 2006.)

8. RICHARD QUADRELLI, CASE NO. 05-1039A

Appeal from dismissal. Caltrans Maintenance Supervisor. Department of Transportation. (Oral argument held March 8, 2006.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



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(Cal. 03/21/06;)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.


Sherry Hicks
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE MARCH 21, 2006

(Cal. 03/21/06;)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

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**LEGAL ASSISTANT
LEGAL ANALYST**

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The Office of the State Public Defender, on behalf of all user departments, is proposing to broaden the minimum qualifications for the Legal Assistant and Legal Analyst classification by expanding the definition of law office to encompass other entities where qualifying experience can be found, and to add an early entry feature for the Legal Analyst classification.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

211

The Department of Personnel Administration and SPB staff proposes that the following classes be abolished. All of the following classes have been vacant for more than twenty-four months. The user departments and appropriate union have been notified and are in agreement. Class Specs are included in this Board Item only for classification(s) proposed to be abolished which are part of a class series.

Title	Class Code
Chief, Mobility Barriers, Department of Rehabilitation	9631
Chief Rehabilitation Facilities Development	9784
Deputy Executive Secretary, California Pollution Financing Authority	4650

201

Title	Class Code
Chief Division of Corporate Filing and Services	6009
Division Chief, Secretary of State's Office	5339
Chief of Archives	2797
Assistant Chief, Division of Corporate Filing and Services	6958
Assistant Chief, Elections and Political Reform Division Secretary of State's Office	5232
Health Program Technician I	8342
Health Program Technician II	8343
Public Health Assistant II	8345
Public Health Assistant I	8346
 *Occupational Technician (Accounting)	 5112
*Consumer Liaison Officer (Rehabilitation)	5888
*Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board	6127

* Indicates classes which are part of a class series. The revised class specifications for the class series noting the elimination of the abolished class, has been included in this board item.

TO: STATE PERSONNEL BOARD

FROM: MARGIE IMAI, Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: JOSIE FERNANDEZ, Program Manager
Department of Personnel Administration

DARYLL TSUJIHARA, Chief, Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed specification revision to the minimum qualifications for the
Legal Assistant and Legal Analyst classifications.

SUMMARY OF ISSUES:

The Office of the State Public Defender (OSPD) on behalf of all user departments, is proposing to broaden the minimum qualifications for the Legal Assistant and Legal Analyst by expanding the definition of a law office to encompass other entities where qualifying experience could be found. This will expand the candidate pool so that qualified candidates could compete in the examinations.

CONSULTED WITH:

Jennifer Roche, State Personnel Board
Karen Coffee, State Personnel Board
Louis Stanford, Office of the State Public Defender
Jeannette Williams Gipson, Labor Relations Officer, DPA
Michael Baratz, Service Employees International Union (SEIU)

In accordance with the terms of the DPA/SEIU contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

That the proposed revised specifications for the following classes as shown in this calendar be adopted:

Legal Assistant
Legal Analyst

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Office of the State Public Defender on behalf of all user departments, is proposing to revise the "Minimum Qualifications" for the classifications of Legal Assistant and Legal Analyst. Potential candidates with relevant outside legal experience do not always meet the existing minimum qualifications for exams in these classes.

The existing minimum qualifications for the class of Legal Assistant require applicants with outside experience to have worked in a "law office". Similarly, the minimum requirements for Legal Analyst require applicants with outside legal experience to have worked in a "private law firm, corporate law office, or governmental legal agency."

Potential applicants who have worked for non-profit corporations in a legal setting do not meet the current (restrictive) definition of a law office. Many, if not most, non-profit organizations are not primary law offices themselves. Such non-profit organizations, however, often employ legal counsel who has legal support staff (i.e., secretaries, law clerks, paralegals, etc.) working for them in a paid or non-paid capacity. The same is true of educational institutions, courts or other entities that perform adjudicative hearings.

The minor change in wording proposed to the existing minimum qualifications will allow qualified applicants working for non-profit corporations, educational institutions, and judicial entities to compete in examinations for Legal Assistant and Legal Analyst.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to? N/A
3. Will the subject class(es) supervise? If so, what class(es)? N/A
4. What are the specific duties of the subject class(es)? N/A
5. What is the decision-making responsibility of the subject class(es)? N/A
6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.) N/A
7. What are the analytical requirements expected of incumbents in the subject class(es)? N/A
8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make? N/A

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate? N/A

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

The following revisions to the "minimum qualifications" are proposed as follows:

Expand the definition of a "law office" used in the existing minimum qualifications for Legal Assistant to "Three years of responsible experience as a law clerk or legal secretary in a law office firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court or other entity under the direction and supervision of a licensed attorney or judicial officer". (Refer to proposed class specification for Legal Assistant.)

Expand the definition of the type of law offices used in the existing minimum qualifications for Legal Analyst to "Two years of experience performing paralegal duties in a private law firm, corporate law office, or governmental legal agency or public law office, non-profit organization, educational institution, court or other entity under the direction and supervision of a licensed attorney or judicial officer". (Refer to proposed class specification for Legal Analyst.)

The proposed revisions will expand the candidate pool and will continue to provide a candidate group possessing the requisite experience.

The classification of Senior Stenographer, Legal is also being eliminated from Pattern I of the "Minimum Qualifications" for the Legal Assistant class. The Senior Stenographer, Legal is an abolished classification.

In addition, an early entry feature is proposed for the Legal Analyst classification. Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

PROBATIONARY PERIOD ☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale? N/A

STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents? None

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale. N/A

CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

This proposal was forwarded to all user departments for input and comment. (See the attached listing of HR/Personnel Officers.)

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: JY66
Class Code: 1820
Established: 3/13/75
Revised: 6/12/90
Title Changed: --

LEGAL ASSISTANT

DEFINITION

Under the immediate direction, control, and responsibility of an attorney, to perform a wide variety of paralegal duties; and to do other related work.

DISTINGUISHING CHARACTERISTICS

The class of Legal Assistant is a paraprofessional class established to provide full-time employment in a legal program in State service. Incumbents work as an assistant to an attorney. The class is designed for permanent employment where incumbents can properly be delegated the more routine paralegal duties by an attorney. It is distinguished from legal clerical classes in that more difficult technical duties and responsibilities are assigned.

TYPICAL TASKS

Under the immediate direction and control of an attorney who shall accept full responsibility for the tasks performed, assists in reviewing legal documents and appeals to determine whether they comply with specific requirements set forth in applicable legal codes; assists in reviewing for completeness information furnished by program staff in matters referred for legal proceedings; performs preliminary analyses of legislative bills; summarizes, organizes, and indexes prior opinions, testimony, depositions, documentary material from interrogatories, and abstracts; organizes trial documents and exhibits; researches legislative histories; gathers factual information and performs routine legal research to assist an attorney in determining appropriate action; assists in the preparation of roughs of complaints and pleadings; prepares legislative calendar; prepares fact sheets; prepares papers and arranges for service of process; assists in preparing drafts of documents such as motions to substitute parties, petitions, inventories, judgments, affidavits, certificates of readiness, requests for trial setting, reassignment of claims, decisions, orders of extension, notices of hearings, abstracts of judgment, returns of writs, certified copies, writs of execution, and satisfaction of judgments; prepares documents for opening and

closing files for internal administrative purposes; prepares correspondence and reports; assists in preparing drafts of answers to inquiries regarding legal requirements and procedures relative to the appropriate legal code and answers to inquiries regarding status of cases and departmental procedures by attorneys, parties, and the public; and maintains liaison and exchanges legal and factual information with other legal units in the department and other State agencies.

MINIMUM QUALIFICATIONS

Education: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirement will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

and

Either I

Experience: Two years of experience in the California state service as a Senior Legal Stenographer/Typist, ~~Legal~~, Range B; Legal Secretary, or other classification with law-related duties, involving the review, preparation, or interpretation of legal documents or involving the conduct of investigations or studies leading to legal actions.

Or II

Experience: Three years of responsible experience as a law clerk or legal secretary in a law ~~office~~ firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. Academic education above the twelfth grade may be substituted for one year of the required experience on the basis of either (a) one year of general education being equivalent to three months of experience, or (b) two years of education in a recognized attorney assistant program in probate, tax law, labor law, corporate law, litigation, or other law-related areas being equivalent to one year of experience.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic legal concepts, terminology, principles, and procedures; use of legal reference material; and legal office management principles.

Ability to: Reason logically; analyze situations accurately and recommend an effective course of action; write effectively; prepare reports and summary sheets set forth a statement of the facts, applications of the relevant law, and conclusions; read and understand

Legal Assistant

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statutes, court decisions, legal documents, and similar material; work cooperatively with attorneys, clerical staff, technical staff, and the general public; and explain the provision of law, procedures, and problems to persons contacted in the work.

ADDITIONAL DESIRABLE QUALIFICATION

Evidence of continuing education, such as additional paralegal or legal coursework.

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: JY62
Class Code: 5237
Established: 7/2/81
Revised: 6/12/90
Title Changed: --

LEGAL ANALYST

DEFINITION

Under general supervision, provides paralegal and legal analytical support to attorneys; and does other related work.

DISTINGUISHING CHARACTERISTICS

The class of Legal Analyst is the journey analytical paralegal class established to provide full-time employment in a legal program in State service. Incumbents work as assistants to attorneys. The class is designed for permanent employment where incumbents can be properly delegated difficult and complex paralegal duties which are analytical in nature. It is distinguished from the class of Legal Assistant in which incumbents perform the less difficult, more routine paralegal duties generally of a processing, monitoring, or data gathering nature. It is distinguished from the class of Senior Legal Analyst in which incumbents, exercising a high degree of independence and only under general direction from attorneys, regularly perform the most difficult paralegal duties in a specialized area of law.

TYPICAL TASKS

Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst investigates and analyzes facts and documents in connection with civil litigation; assists in criminal trial preparation by coordinating witnesses and processing subpoenas; coordinates with local law enforcement and judicial entities relative to ministerial problems; when delegated by the attorney, drafts interrogatories and responses to interrogatories; interviews witnesses, complainants, and defendants concerning the facts of cases; drafts roughs of pleadings, complaints, and motions for attorney review by the attorney; assists in the preparation of witness books and exhibit books; conducts historical research with regard to cases and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; prepares responses to routine procedural and/or large volume type inquiries; prepares legislative histories and follow-ups on legislative and regulatory files.

MINIMUM QUALIFICATIONSEither I

Experience: Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.) and

Education: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

Or II

Experience: Two years of experience performing paralegal duties in a ~~private~~ law firm, corporate law office, ~~or~~ governmental legal agency or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. and

Education: Twelve semester units in a legal or paralegal curriculum or equivalent to graduation from college.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic legal concepts, terminology, principles, and procedures; use of legal reference materials; and role of a paralegal staff in a legal office.

Ability to: Reason logically and accurately analyze situations; read effectively; prepare reports and summary sheets which set forth the statement of facts, applications of relevant law, and conclusions; read and understand statutes; prepare drafts of pleading; draft litigation discovery documents, such as interrogatories and motions; and work cooperatively with attorneys and members of the support staff.

ADDITIONAL DESIRABLE QUALIFICATION

Evidence of continuing education, such as additional paralegal or legal course work.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

HEARING OFFICER, NEW MOTOR VEHICLE BOARD

Series Specification

(Established August 13, 1981)

SCOPE

This series specification describes ~~three~~ two Hearing Officer, New Motor Vehicle Board, classification levels.

Incumbents in these classes may preside over or conduct quasi-judicial hearings and make final or proposed decisions on appeals or petitions for which provision is made in the Vehicle Code and other pertinent rules and regulations; do research and prepare decisions for consideration of the New Motor Vehicle Board; serve as administrator and chief counsel for the Board; direct lower levels of legal and administrative staff; and do other related work.

~~The Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board, class is managerial, having significant responsibility for formulating and administering agency policies or programs.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
OY50	6125	Hearing Officer I, New Motor Vehicle Board
OY52	6126	Hearing Officer II, New Motor Vehicle Board
OY54	6127	Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board

DEFINITION OF LEVELS

HEARING OFFICER I, NEW MOTOR VEHICLE BOARD

This is normally the entry level for this series. Under direction, incumbents conduct quasi-judicial hearings where oral argument is made, both oral and documentary evidence are presented, and briefs reviewed; administer oaths; receive and review evidence in written form; examine testimony taken by deposition; issue subpoenas for witnesses and the production of books, records, papers, and other documents; control the course of the hearing, secure its reasonable expedition and orderly conduct throughout; question witnesses; instruct participants at hearings of their rights; rule on the relevancy or admission of evidence as provided by law from transcripts and evidence submitted; prepare proposed decisions containing findings of facts and conclusions of law and recommended actions; certify to official acts; and perform legal research.

HEARING OFFICER II, NEW MOTOR VEHICLE BOARD

In addition to the duties described above, the incumbent in this class, under general direction, serves as the Senior Administrative Law Judge; hears the more complex or sensitive cases; may preside at hearings held before the New Motor Vehicle Board; may make final decisions; critically analyzes and clearly delineates and writes legal issues of great complexity; may participate in case load assignments; advises or consults with Hearing Officers I on points of law, findings of fact, proposed decisions, and methods of operation; and provides guidance on problem cases.

~~CHIEF HEARING OFFICER/EXECUTIVE SECRETARY, NEW MOTOR VEHICLE BOARD~~

~~As Chief Administrative Law Judge, the incumbent is responsible for all matters brought before the Board, presides over or conducts the most difficult or sensitive cases, renders proposed and final decisions, assists the Board in formulating its decisions, presides over all law and motion matters, issues orders granting or denying the right to engage in discovery, rules on motions to dismiss or suspend the proceedings before the Board. As administrator and senior staff member, the incumbent is responsible for the annual budget, case load assignments, and selection, supervision, evaluation and training of professional, administrative, and clerical staff. The incumbent represents the New Motor Vehicle Board in appearances before the State Legislature, other boards and commissions, and represents the Board in certain legal matters.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

Member in good standing in The State Bar of California ~~(applicants for Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board, must have active membership in The State Bar before they will be eligible for appointment)~~ and admission to practice law in California for at least five years immediately preceding application for appointment. (Candidates for the Hearing Officer I and II examinations will be admitted to the examination with four years of qualifying experience, but they must complete five years before they can be considered eligible for appointment.)

HEARING OFFICER I, NEW MOTOR VEHICLE BOARD

Either I

One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or II

Five years of experience in the practice of law*, which shall have included at least two years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

HEARING OFFICER II, NEW MOTOR VEHICLE BOARD

Either I

One year of experience in the California state service as a Hearing Officer I, New Motor Vehicle Board.

Or II

Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or III

Five years of experience in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

~~CHIEF HEARING OFFICER/EXECUTIVE SECRETARY, NEW MOTOR VEHICLE BOARD~~~~Either I~~

~~One year of experience in the California state service as a Hearing Officer II, New Motor Vehicle Board. or~~

~~Two years of experience in the California state service as a Hearing Officer I, New Motor Vehicle Board.~~

~~Or II~~

~~Three years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.~~

~~Or III~~

~~Broad and extensive experience (more than five years) in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body and at least two years in an administrative or supervisory capacity.~~

* Experience in the "practice of law" is defined as only that legal experience acquired after admission to The California State Bar.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Legal principles and their application; conduct of hearings under California Vehicle Code Sections 3050(b), (c), and (d), 3060, 3062, 3064, or 3065; rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, administering oaths, and issuing subpoenas; legal research; relevant court and board decisions interpreting the appropriate California Vehicle Codes; and court decisions interpreting the powers of administrative law and the judicial review of administrative law and the judicial review of administrative actions.

Ability to: Interpret and apply the provisions of the California Vehicle Codes pertaining to the New Motor Vehicle Board mandates and other related State and Federal rules, regulations, and laws; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind without bias or prejudice; prepare summaries of facts and render decisions or make recommendations based on such facts; analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts; ~~write~~ communicate effectively; analyze situations accurately and adopt an effective course of action; and establish and maintain cooperative relations with those contacted in the work.

HEARING OFFICER II, NEW MOTOR VEHICLE BOARD

Knowledge of: In addition to the above, a wide, in-depth understanding of administrative law and procedure; and in-depth understanding of the law of evidence.

Ability to: In addition to the above, preside over more difficult and/or sensitive hearings; critically analyze and write clearly on issues of great complexity; and provide training and guidance to Hearing Officers I, New Motor Vehicle Board.

~~CHIEF HEARING OFFICER/EXECUTIVE SECRETARY, NEW MOTOR VEHICLE BOARD~~

~~Knowledge of: In addition to the above, principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives; all relevant statutory and regulatory law; principles of personnel management and supervision; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: In addition to the above, direct the activities of other Hearing Officers, select, direct and control the activities of a small administrative and clerical staff, plan and administer the annual budget, represent the New Motor Vehicle Board before the Legislature and other groups, and effectively contribute to the department's affirmative action objectives.~~

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel; judicial temperament and demeanor; and tact.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Hearing Officer I, New Motor Vehicle Board	8/13/81	11/14/89	--
Hearing Officer II, New Motor Vehicle Board	8/13/81	11/14/89	--
Chief Hearing Officer/Executive Secretary, New Motor Vehicle Board	8/13/81	11/14/89	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CONSUMER LIAISON OFFICER (VARIOUS CLASSES) Consolidated Series Specification (Established November 3, 1977)

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
LZ92	5838	Consumer Liaison Officer (Consumer Affairs)
LZ93	5462	Consumer Liaison Officer (Food and Agriculture)
LZ94	5839	Consumer Liaison Officer (Health Facilities)
LZ96	5888	Consumer Liaison Officer (Rehabilitation)

DEFINITION

This consolidated series specification describes classes in which incumbents, under the general direction of the director of a department, or an executive director of a commission, serve in a liaison role between a department or commission and consumer groups, keeping the department or commission informed of issues, activities, and developments in areas of consumer interest, recommending departmental or commission positions, policies and strategies regarding those issues, and communicating departmental or commission policies, actions, and strategies to consumer groups.

Normally each departmental program area will have its own separate class(es) which are designated by use of one or more of the specified levels followed by a parenthetical designation of the program specialty. Each special program incorporated into this specification will utilize only the class(es) that appropriately describe the type of work performed and the duties and responsibilities assigned to positions which are comparable to the appropriate program specialty described in this series specification.

GENERAL MINIMUM QUALIFICATIONS

CONSUMER LIAISON OFFICER (VARIOUS CLASSES)

Either I

In the California state service, two years of experience performing the duties comparable to those of an Information Officer I. (This experience must have provided the candidate an opportunity to gain knowledge in a broad range of consumer issues.)

Or II

Experience: Five years of professional experience in planning, writing, and disseminating information, at least two of which have been spent researching, writing, and disseminating consumer information on recognized consumer topics, such as, but not necessarily limited to energy, food, health, insurance, credit, and banking. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SCOPE OF CONSUMER LIAISON OFFICER (CONSUMER AFFAIRS) CLASS

The Department of Consumer Affairs will utilize the (Consumer Affairs) parenthetical specialty. Incumbents in this class advise the Director and members of his or her staff of issues, developments, and strategies in the area of consumer advocacy; maintain close relationships with various consumer groups to keep abreast of their policies, actions, and areas of concern; discuss with such groups their respective roles and the role of the Department's legislative proposals, explain the Department's research approaches and results, and identify issues demanding their attention and efforts; and direct the development of consumer educational material, coordinate such material with other publishing groups, and determine the most effective methods of distribution.

MINIMUM QUALIFICATIONS FOR
CONSUMER LIAISON OFFICER (CONSUMER AFFAIRS) CLASS

Either I

In the California state service, two years of experience performing the duties comparable to those of an Information Officer I. (This experience must have provided the candidate an opportunity to gain knowledge in a broad range of consumer issues.)

Or II

Experience: Five years of professional experience in planning, writing, and disseminating information, at least two of which have been spent researching, writing, and disseminating consumer information on recognized consumer topics, such as, but not necessarily limited to energy, food, health, insurance, credit, and banking. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES FOR
CONSUMER LIAISON OFFICER (CONSUMER AFFAIRS) CLASS

Knowledge of: Consumer issues and policies and programs of California consumer groups; State laws involved in consumerism; history of the consumer movement, current consumer issues, such as market pricing, credit discrimination, methods for determining the need for and producing information, and utilizing major media communication.

Ability to: Establish an effective information and education communication network; relate well to ethnic groups and people of all economic/social levels.

SCOPE OF CONSUMER LIAISON OFFICER (FOOD AND AGRICULTURE) CLASS

A position allocated to the Consumer Liaison Officer (Food and Agriculture) parenthetical specialty is in the Department of Food and Agriculture. An incumbent serves in a liaison role between the Department and individual consumer groups in the area of California food and agriculture. An incumbent advises the Directorate on consumer issues, developments, and strategies; meets and speaks to consumer groups, and civic and community organizations to discuss agricultural issues; creates public awareness and directs the development and dissemination of consumer information regarding food and agricultural issues; advises the consumer on measurement standards regarding the packaging and marketing of products; coordinates a process for dealing with consumer complaints; and formulates and implements consumer education and information programs for use by consumer groups.

MINIMUM QUALIFICATIONS FOR
CONSUMER LIAISON OFFICER (FOOD AND AGRICULTURE) CLASS

Either I

In the California state service, two years of experience performing the duties comparable to those of an Information Officer I. (This experience must have provided the candidate an opportunity to gain knowledge in a broad range of consumer issues.)

Or II

Experience: Five years of professional experience in planning, writing, and disseminating information, at least two of which have been spent researching, writing, and disseminating consumer information on recognized consumer topics, such as, but not necessarily limited to energy, food, health, insurance, credit, and banking. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Qualifying experience under either Pattern I or Pattern II must include 18 months of experience in research, preparation, and dissemination of consumer information concerning agricultural issues.

KNOWLEDGE AND ABILITIES FOR
CONSUMER LIAISON OFFICER (FOOD AND AGRICULTURE) CLASS

Knowledge of: Consumer issues and policies and programs of California agricultural consumer groups; State laws involved in consumerism as it relates to agricultural issues and weights and measures; current consumer issues, such as market pricing of agricultural products; methods for determining the need for and producing information for the consumer as it relates to agriculture; and utilizing major media communication.

Ability to: Establish an effective information and education communication network; and relate well to ethnic groups and people of all economic/social levels.

SCOPE OF CONSUMER LIAISON OFFICER (HEALTH FACILITIES) CLASS

Positions allocated to the Consumer Liaison Officer (Health Facilities) parenthetical specialty are in the California Health Facilities Commission. An incumbent acts as a liaison between the Health Facilities Commission and consumer groups in the area of health cost and revenue relationships. An incumbent advises the Executive Director, the Commission and staff on issues, developments and strategies in the area of consumer health advocacy; creates public awareness of the health facilities cost crisis and its causes in relation to consumer concerns; educates groups to the Commission's research projects and results; directs the development of public health education materials; and coordinates with publishing groups and identifies effective means of distribution of Commission publications.

MINIMUM QUALIFICATIONS FOR
CONSUMER LIAISON OFFICER (HEALTH FACILITIES) CLASS

Either I

In the California state service, two years of experience performing the duties comparable to those of an Information Officer I.

Or II

Experience: Five years of professional experience in planning, writing, and disseminating information, at least two of which have been spent researching, writing, and dissemination of consumer information on recognized consumer topics, such as, but not necessarily limited to energy, food, health, insurance, credit, and banking. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Qualifying experience under either Pattern I or Pattern II must include 18 months of experience in research, dissemination of information, consumer education concerning health costs, or work in direct patient advocacy and patient care.

KNOWLEDGE AND ABILITIES FOR
CONSUMER LIAISON OFFICER (HEALTH FACILITIES) CLASS

Knowledge of: Hospital cost and revenue relationships; applicable State and Federal laws on health care cost regulation; various health care consumer groups; public policy issues related to health care delivery; consumer issues and policies and programs of California consumer groups; State laws involved in consumerism; and history of the consumer movement, current consumer issues, such as market pricing, credit discrimination, methods for determining the need for and producing information, and utilizing major media communication.

Ability to: Establish effective communications between interested consumer groups, the California Health Facilities Commission, institutional providers, and professional organizations; and relate well to ethnic groups and people of all economic/social levels.

~~SCOPE OF CONSUMER LIAISON OFFICER (REHABILITATION) CLASS~~

~~A position allocated to the Consumer Liaison Officer (Rehabilitation) parenthetical specialty is in the Department of Rehabilitation. An incumbent acts as a liaison between the Department and consumer groups (disabled person, providers of services to the disabled, and interested others) in the area of advocacy and provision of human services. An incumbent advises the Director's Office and the Executive staff on consumer issues, developments and strategies, creates public awareness of the needs of persons with disabilities, educates the disabled community and the general public regarding the Department's programs; maintains a close relationship with consumer groups and civic organizations; coordinates a statewide network of departmental advisory committees including some direct participation; plans, organizes and conducts all departmental meetings and conferences regarding consumer issues.~~

~~MINIMUM QUALIFICATIONS FOR
CONSUMER LIAISON OFFICER (REHABILITATION) CLASS~~

~~Either I~~

~~In the California state service, two years of experience performing the duties comparable to those of an Information Officer I.~~

~~Or II~~

~~Experience: Five years of professional experience in planning, writing and disseminating information, at least two of which have been spent researching, writing, and in dissemination of consumer information on recognized consumer topics, such as, but not necessarily limited to energy, food, health, insurance, credit, and banking. and~~

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

~~Qualifying experience under either Pattern I or Pattern II must include 18 months of experience in advocacy for the disabled or in the preparation and dissemination of consumer information concerning the disabled.~~

~~KNOWLEDGE AND ABILITIES FOR
CONSUMER LIAISON OFFICER (REHABILITATION) CLASS~~

~~Knowledge of: Major issues and concerns of the disabled community in California and throughout the nation; State and Federal legislation and regulations applicable to the Department of Rehabilitation; legislative procedures; the dynamics of community organizing and coalition building; methods for determining the need for and producing information and utilizing major media communication; State and departmental equal employment opportunity and affirmative action policies.~~

~~Ability to: Communicate effectively with and represent the Department of Rehabilitation to consumer groups, including disabled persons, providers of services to the disabled, and interested others; speak and write effectively; work with advisory bodies; coordinate and conduct large conferences and meetings; establish effective information and education communication network.~~

~~SPECIAL PERSONAL CHARACTERISTIC FOR
CONSUMER LIAISON OFFICER (REHABILITATION) CLASS~~

~~A commitment to the full participation of the disabled in society.~~

Consumer Liaison Officer (Various Classes) Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Consumer Liaison Officer (Consumer Affairs)	11/3/77	--	--
Consumer Liaison Officer (Food and Agriculture)	7/6/93	--	--
Consumer Liaison Officer (Health Facilities)	11/3/77	--	--
Consumer Liaison Officer (Rehabilitation)	7/11/79	---	---

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

OCCUPATIONAL TECHNICIAN ~~(VARIOUS CLASSES)~~
~~Consolidated Series Specification~~
 (Established August 17, 1977)

DEFINITION OF SERIES

~~This Consolidated Series Specification describes~~ class is a recruiting and developmental class for persons qualified to perform, under supervision, the less technical, semiprofessional tasks in an administrative support or line program area. In a training capacity, incumbents will be assigned duties commensurate with their background and experience. Training received as an Occupational Technician will prepare incumbents for advancement to professional level classes in staff services, administrative support, and departmental line programs.

Each department using this specification will use only the class(es) that appropriately describe(s) the education and/or other background necessary to compete in open examinations for professional level target classes used in the department.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JY70	5111	Occupational Technician (General)
JL38	5112	(Accounting)

SCOPE TYPICAL TASKS

~~OCCUPATIONAL TECHNICIAN (GENERAL)~~

Learns the principles and techniques used in the discipline to which assigned. Under supervision, applies these principles and techniques to assigned phases of work; gathers, researches, tabulates, and analyzes technical information; prepares the less difficult reports; interviews and consults with department officials; performs less difficult duties related to program monitoring, evaluation, or licensing; or performs the less difficult duties of another government program, staffed by professionals.

~~OCCUPATIONAL TECHNICIAN (ACCOUNTING)~~

~~Under supervision, learns and performs the less difficult accounting work, takes corrective action on Balance Reports and may maintain less complex accounting records.~~

MINIMUM QUALIFICATIONS~~OCCUPATIONAL TECHNICIAN (GENERAL)~~

Successful completion of a formal work experience training program for the disabled, administered or sponsored by the California Department of Rehabilitation, or any other State-sponsored rehabilitation program. The training experience must provide the person with training in public or business administration or other government program professional discipline.

Typically, these areas include, but are not limited to: personnel, budgeting management, administration, planning, auditing, data processing, training, research, and employee relations. Experience in a training program of less than six months' duration will not be considered qualifying.

and

Completion of 60 semester or 90 quarter units of college course work or additional qualifying experience in a formal training program on the basis of six months' experience being equivalent to 30 semester units.

~~OCCUPATIONAL TECHNICIAN (ACCOUNTING)~~

~~Successful completion of a formal work experience program for the disabled, administered or sponsored by the California Department of Rehabilitation, or any other State-sponsored rehabilitation program. The training experience must provide the person with training in public or business administration and accounting. Experience in a training program of less than six months will not be considered qualifying.~~

and

~~Completion of 60 semester or 90 quarter units of college course work, 12 units of which must be in accounting, or additional qualifying experience in a formal training program on the basis of six months' experience being equivalent to 30 semester units.~~

KNOWLEDGE AND ABILITIES~~OCCUPATIONAL TECHNICIAN (GENERAL)~~

Knowledge of: Arithmetic, spelling, grammar, punctuation, and modern English usage.

Ability to: Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; exhibit good work habits such as punctuality, skill, neatness, and dependability; make satisfactory progress in a prescribed training program; interpret and edit written material; write effectively; and analyze written and numerical data accurately.

~~OCCUPATIONAL TECHNICIAN (ACCOUNTING)~~

~~Knowledge of: Arithmetic, spelling, grammar, punctuation, and modern English usage; accounting principles and procedures.~~

~~Ability to: Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; exhibit good work habits, such as punctuality, skill, neatness, and dependability; make satisfactory progress in a prescribed training program; interpret and edit written material; write effectively; and analyze written and numerical data accurately.~~

SPECIAL PERSONAL CHARACTERISTICS~~OCCUPATIONAL TECHNICIAN (GENERAL)~~

Both demonstrated interest in and aptitude for work in one of the staff services or line program disciplines, and the capacity for professional development.

~~OCCUPATIONAL TECHNICIAN (ACCOUNTING)~~

~~Both demonstrated interest in and aptitude for work in accounting, and the capacity for professional development.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Occupational Technician (General)	8/17/77	8/29/79	--
(Accounting)	8/17/77	8/29/79	—

(Cal. 03/21/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Staff Calendar Items for Board Information

Page**STATE PARK MUSEUM DIRECTOR**

501

The Department of Parks and Recreation (DPR) proposes to revise the title of the classification Museum Director, California State Railroad Museum to State Park Museum Director, to allow for expanded use of the classification. This will allow DPR to use the classification at both the California State Railroad Museum and Hearst San Simeon State Historical Monument.

MEMORANDUM

January 11, 2006

To: Floyd Shimomura
Executive Officer
State Personnel Board

From: **The Department of Parks and Recreation
Personnel Services Division**

Subject: Staff Calendar Item. Classification Title Change, Museum Director, California State Railroad Museum

SUMMARY OF ISSUES: The Department of Parks and Recreation proposes a revision to the Museum Director – California State Railroad Museum (CSRM) classification by changing the title to allow for expanded use of the classification. Because the classification is currently title specific, it can only be used at the California State Railroad Museum. The Department also operates Hearst San Simeon State Historical Monument (SHM), a museum of equal or greater complexity than the California State Railroad Museum. The Department is requesting a change in the classification title from Museum Director, CSRM to State Park Museum Director. This will allow the Department to use the classification at both the California State Railroad Museum and Hearst San Simeon State Historical Monument. Removing the reference to railroad is the only revision to the text of the specification.

BACKGROUND: The Museum Director – California State Railroad Museum was created in February 1990 to meet the needs of what was, at the time, a unique operation within the Department of Parks and Recreation, to manage the activities of the California State Railroad Museum. Since then, museum operations within the Department have been professionalized and have grown along with the Hearst San Simeon SHM operation. The Hearst Castle® Program has grown to a point where the appropriate classification for its operation is a Museum Director similar to that used at the California State Railroad Museum.

RECOMMENDED CHANGE: The Department of Parks and Recreation proposes to change the classification title of the Museum Director, California State Railroad Museum to State Park Museum Director to allow for use at Hearst Castle® San Simeon State Historical Monument. There will be minor modifications to the specification, specifically, removing the reference to railroad, to allow inclusion of the Hearst San Simeon SHM in the State Park Museum Director classification.

JUSTIFICATION: Hearst San Simeon State Historical Monument is currently using the Museum Curator III classification (with differential) as the effective Museum Director. The Museum Director (Curator III) Hearst Castle® has the oversight and responsibility for the entire operation of the prestigious Hearst Castle® and its associated components. The incumbent has the responsibility to plan, develop, direct, organize, and implement entire museum programs with financial impact on the visitation at Hearst Castle® and revenue generation available for the Department. In this capacity there are the combinations of Museum Collections, Guide staff, Historic Preservation, Historic Maintenance, and Historic Grounds sections. The budget for Hearst Castle® exceeds that of many of the department's largest districts in the state.

January 11, 2006

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The duties and responsibilities of the Museum Director (Curator III) at Hearst Castle®, San Simeon has increased over the past years. Originally, the Curator III was one of the first classifications used at the Hearst Castle® to function as the Museum Director. The duties have grown with the recognition that Hearst Castle® has received throughout the Museum Community and with its worldwide exposure. Hearst Castle® houses thousands of priceless collections of artifacts, including (but not limited to) silver, Greek pottery, tapestries, Persian rugs, paintings, furniture, textiles, and fine and decorative arts. Some of these collections are among the largest and finest collections in the world. The protection, conservation, and security of these artifacts are the direct responsibility of the current incumbent.

San Luis Obispo Coast District has been among the forerunners in the Department in developing intellectual property rights, service marks and trademarks to protect these collections. Licensing Agreements covering the collection have been implemented by the Museum Director (Curator III). The exposure and recognition received by the media has been phenomenal, including at least three feature length television documentaries. All content and themes must be carefully reviewed to ensure accuracy. There is now both a Foundation and Cooperating Association for Hearst Castle®. The outreach to local communities has included joining the San Luis Obispo County Visitors and Conference Bureau. There is a partnership with the local university to provide expertise and assistance for Intern Programs in the areas of history, photography and textiles. Hearst Castle® has recently joined the worldwide Museum community by applying for membership in the American Association of Museums (AAM) and California Association of Museums. The incumbent is responsible for obtaining, and maintaining the AAM accreditation.

There are two maintenance sections in the Museum Sector. Historic Maintenance, oversees maintenance of the systems and buildings, and Historic Preservation, oversees the specialized restoration projects recreating Hearst's artisan's work. The Museum Director (Curator III) has the responsibility for the oversight for both of these complex programs.

The Museum Director (Curator III) at Hearst Castle® has oversight of the interpretive program at, providing more than 70 percent of the entire Department's interpretive experiences for our park visitors. Hearst Castle® expects visitation of over 800,000 people in this fiscal year alone. In past years visitation has exceeded one million visitors.

Along with the buildings and artifacts are approximately 40 acres of intensely managed grounds which are also the responsibility of the incumbent (Curator III) Museum Director. The grounds staff maintains the gardens at the highest standard contributing to one of the primary reasons visitors enjoy their time at Hearst Castle®. In addition, a Garden Restoration program is underway to research and then return the grounds, as closely as possible, to how they appeared in the 1920's and 1930's.

All of these advances have occurred after the classification level was established at the Curator III level. These additional responsibilities have added to the duties of the current Curator III which clearly fit the classification of the classification of Museum Director, with the proposed specification/title change.

January 11, 2006

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This position is responsible for:

- \$6.2 million personnel and O&E budget (2004/05 FY)
- Managing the contract for two cooperating associations
- Managing the contract for two concessionaires, ARAMARK and National Geographic Theater
- Supervision authority of:
 - 81 guides (Guide I, Guide II, SPI III)
 - 18 Curatorial/Collection personnel (Curators, Museum Technicians, Museum Custodians, Photographer, DIS, Archivist, and Office Technician)
 - 21 Ticket Office personnel (OSS II, OSSI, Office Technicians, Office Assistants)
 - State Park Interpreter I
 - 100 Living History Docents
 - 100 Visitor Center Information Docents
- Responsibility for care and conservation 25,000 artifacts.

Denise Schaub
Associate Personnel Analyst

Enclosure: (Proposed Specification)

APPROVAL

SPB Staff Signature: Karen Coffee



3/1/06

Title: Chief, Merit, Employment and Technical Resources Division

Effective Date:

SPEC: ~~MUSEUM DIRECTOR~~, CALIFORNIA STATE PARK ~~RAILROAD~~ MUSEUM DIRECTOR
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: BS63
Class Code: 2864
Established: 2/6/90
Revised: --
Title Changed: --

~~MUSEUM DIRECTOR~~, CALIFORNIA STATE PARK ~~RAILROAD~~ MUSEUM DIRECTOR

DEFINITION

Under general direction, to plan, organize, develop, implement, and direct programs and activities of ~~the a~~ California State Park Railroad Museum; develop working relationships with the public sector to secure outside support for the Museum and its programs; provide leadership and long-range planning for the development and enhancement of the Museum and its programs; and to do other related work.

TYPICAL TASKS

Plans, organizes, directs, and provides leadership for ~~the a~~ California State Park Railroad Museum's multidisciplinary program including collections, exhibits, research visitor services, volunteer coordination, education programs, publications, promotions, special events, security, fee collection, facility maintenance and housekeeping; sets museum-wide policies and priorities; develops and implements Museum and community-wide programs; establishes institutional philosophy and mission; acts as liaison and coordinates Museum support groups, docent organizations, ~~the a~~ Museum nonprofit foundation and advisory committees; develops major outside sources of financial support for ~~the a~~ Museum; establishes and maintains contacts with ~~railroad~~ corporations to assist in ~~the a~~ Museum's success; acts as chief statewide spokesperson for ~~the a~~ Museum; works at a policy level with top corporate and civic leaders throughout the State to cultivate a broad base of support for ~~the a~~ Museum; appears before the State Legislature and other entities and groups on behalf of ~~the a~~ Museum's programs; assumes primary responsibility for completing ~~the a~~ Museum's master plan; works to gain and maintain a high level of visibility and national recognition for ~~the a~~ Museum; develops the annual Museum budget; directs expenditures; recruits and trains personnel; evaluates employee performance and takes or recommends appropriate action; prepares detailed reports and correspondence.

MINIMUM QUALIFICATIONS

Experience: Five years of broad and extensive administrative or management experience which includes responsibility for managing complex programs and projects, such as fiscal management, budgeting, personnel, long-range planning, fund raising, grant writing and management, marketing, public relations or program development. Two of the five years of experience must be in a museum or cultural resource setting in a supervisory capacity.

and

Education: Graduation from college with a bachelor's degree, preferably in business administration, management, marketing, public administration or a field relating to the study, interpretation and preservation of cultural resources.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of operating, interpreting, protecting, and maintaining a major museum; principles, trends, developments and achievements in the broad field of museums; principles of museum administration and exhibit practices; principles, practices, and trends in the operation, organization, and management of a large museum; financial development, grantsmanship and cultivating private sector financial support; collection management; the administration and Department's goals and policies; governmental functions and organization at the State and local level; basic principles of planning; principles of interpreting historical and cultural features; land acquisition procedures and property management; principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping and equipment maintenance; principles of personnel management, business and public administration; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Manage the operation of a large complex museum; organize, coordinate, plan, and supervise museum programs for collection management, research, education, operations, interpretation, maintenance, administration; lead an established museum during growth and expansion; provide leadership and guidance for the museum's operations; organize exhibits; direct volunteers; plan and implement museum programs, policies, and future direction; plan and direct fund-raising programs; make meaningful and lasting contributions to the fields of railroad museum history and preservation; develop and oversee the implementation of educational programs; serve in an advisory capacity to other museums; prevent and solve problems by utilizing management and communication skills, concepts, and techniques; analyze situations and take effective action; communicate effectively with others; apply research techniques effectively; develop and maintain cooperative working relationships with individuals and organizations, other governmental entities, private enterprise and the public; effectively contribute to the Department's affirmative action objectives.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a Master's Degree, preferably in Business or Public Administration, Management, Marketing, or a field relating to the study, interpretation, and preservation of cultural resources; advanced training in museum management; demonstrated knowledge and interest in the fields of railroad history, preservation, and interpretation.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to frequently work on weekends and holidays and at odd and irregular hours, and to travel.